



MADISON HISTORIC DISTRICT BOARD OF REVIEW

FAST TRACK CERTIFICATE OF APPROPRIATENESS

APPLICATION

Complete and return to: City of Madison Plan Commission (Building Inspector)/Office of Historic Preservation, 101 West Main Street, Madison, IN 47250; Tel: (812) 265-8324 or 274-2750

Check One:

☐ Sign ☐ Mon-Ray Storm Windows Series #500

Date _____ Owner Name _____

Business Name (If applicable) _____

Location Address: _____

Mailing Address: (If different from above) _____

Owner Phone No.: _____ E-Mail _____

Designer/Contractor: _____ Phone No.: _____

Address: _____ E-Mail: _____

For Signs, provide the following information (*PLUS Sketch of proposed sign and photograph of existing building*): Note: Signs must meet the specifications in the Madison Historic District Ordinance, Chapter 151.36. See reverse side of this application

Sign Location and Height: _____

Dimension of Building Face: _____ ft. by _____ ft.

Sign Area and Size: _____ Sign Message: _____

To be installed: ☐ Flat on façade; ☐ At right angle; ☐ Beside Door; ☐ Above Door/Window;

☐ Other Style (explain) _____

Materials, Other: _____

For Mon-Ray Storm Windows provide photographs of existing building, showing sides where storms will be installed (use additional pages if necessary) and product information:

Number and locations: _____

Dimensions, specific style : _____

Signature (Owner or applicant): _____

Approved By _____ (Preservation Planner) Date _____

Approved By: _____ (Building Inspector) Date _____

Property is _____ Contributing _____ Non-Contributing to Historic District

_____ Applicant has been advised of the Historic District Design Review Guidelines and their location

Signage Requirements from Historic District Ordinance (Section 151.36). This is an abbreviated version. For full text consult the Ordinance on the City of Madison WEB site.

1) All new signage or alterations requires a Certificate of Appropriateness (COA), **except** for change of copy or ordinary maintenance to an existing sign.

2) Special allowable sign types. No COA is required for the following:

a) Signs of governmental bodies, including traffic or similar regulatory devices, and legal notices; b) Flags or emblems identifying political, civic, philanthropic, or religious organizations located on the premises; c) Memorial plaques, cornerstones, historical tablets, markers, and the like, unless one face exceeds six square feet in surface area; d) Signs not visible off the lot; e) Signs posted in conjunction with doorbells or mailboxes; f) Signs required to be posted or maintained by law or government order, rule, or regulation, unless specifically prohibited, limited, or restricted; g) Signs displayed strictly for the direction, safety, or convenience of the public, including signs which identify restrooms, parking area entrances or exists, and the like; h) Address signs showing only the numerical address designations of the premises upon which they are situated, street names, no trespass and other warning signs, unless one face exceeds 96 square inches in surface area; i) Temporary real estate signs not exceeding 10 square feet per face in area. Such a sign shall not be illuminated; j) Temporary construction sign erected during the period of construction. Shall not be illuminated; k) Temporary signs or displays located on the inside of store windows relating to the business conducted within; l) Banners or flags of Not-for-profit organizations of the community promoting a specific activity if they are temporary in nature and are removed within three months; m) Political signs of candidates for public office may be placed in front yards within the historic district without a permit for a two-month period or as regulated by city ordinance.

3) Allowable sign types: COA required.

a) Flat signs painted or affixed to an exterior wall, having the face of the sign parallel to the building. Must meet these guidelines:

1) Limit of 1 sign per establishment per street frontage; 2) Sign shall not extend horizontally more than 3 inches from the building face; 3) Length shall not exceed 2/3 of the width of the narrowest building face; Height shall not exceed 20% of the length (otherwise must be approved at a regular HDBR meeting.); 4) May be with or without illumination, but lighting source, design and placement must be as unobtrusive as possible. (The proposed method of lighting is subject to HDBR review.); 5) Sign may only carry a message related to a business or profession conducted or a commodity or service sold or offered upon the premises.

b) Dimensional surface signs. Affixed to exterior wall with the face of the sign parallel to the building. May consist in part or whole of three-dimensional letters applied directly to the building face or to a separate flat background. Message may be in relief or carved, etched, cutout, etc. Three-dimensional signs such as a figure, barber pole, clock, etc. are generally acceptable. Such signs must meet the following guidelines:

1) Limited to one sign per establishment per street frontage; 2) Cannot extend horizontally more than 12 inches from the building face; 3) , 4) , 5) (see requirements for flat signs); 6) Must be contained in a three-dimensional rectangle whose top side does not exceed the second level window sills, and shall have a minimum clearance of 9 feet above the line of the sidewalk.

c) Projecting Signs (Any sign projecting horizontally more than twelve (12) inches from the building face.

1) One sign per each pedestrian level tenant per street frontage and one sign for each upper floor tenant; 2) Each sign shall not exceed 16 square feet in surface area; 3) Each sign shall not extend horizontally more than 1/2 the distance of the width of the sidewalk from the property line to the curb; 4), 5) (See above); 6) Establishments at the pedestrian level or wholly contained on the upper floor, sign to be contained within a rectangle whose top edge does not exceed the height of the third level window sills or roof line, whichever is lower. Bottom edge to have minimum clearance of 9 feet above sidewalk. Inside edge to be mounted no less than 6 nor more than 12 inches from face of the building.

d) Window Signs (Any permanent sign painted or attached to the glass, or installed behind a window or in a showcase intended for viewing from the outside.)

1) Limit of 1 sign per window; 2) Area of a permanent sign limited to 20% of the window area, except a door sign's area may be 50% of the glass; 3) Sign area will be calculated for each window; 4) Lettering up to 8 inches in height on pedestrian or second level windows and up to 9 inches in height on third and higher level windows; 5) Sign must be related to business or profession conducted or a commodity or service sold or offered upon the premises.

e) Freestanding Signs (Any sign having its own support which is independent of a building — bulletin board and A-shaped sandwich signs for sidewalk use, etc.)

1) Limit 1 sign per establishment; 2) A-shaped up to 4 feet in height, up to 10 square feet per face in area; 3) Located in front or side yard. Only A-shaped sandwich signs on sidewalks in front of building. Unobstructed sidewalk width of 8 feet. 4) Freestanding signs not to exceed 25 feet in height, visually compatible to the scene. Surrounding signs, structures and proposed sign height determine appropriate sign area; 5) Message related to business or profession conducted or a commodity or service sold or offered on premises where sign is located; 6) Freestanding signs not to exceed 16 square feet per face.

f) Awning Signs. (Any sign painted or sewn upon an awning. Awnings shall only be made of canvas or other cloth fabric. Metal plastic and other rigid materials are prohibited.)

1) Limit of 1 sign per awning; 2) Maximum height of lettering shall be 24 inches. Symbols permitted provided total area of any symbol and any lettering comprises no more than 1/3 of the awning area; 3) Awnings only permitted within the area of any pedestrian level; 4) The bottom of any awning to be at least 7 feet above the sidewalk.

g) Banners and Flags. (Permitted on special occasions. May only be temporary in nature, removed within three months.)

h) Temporary Signs. (See Office of Plan Commission/ Historic Preservation for requirements for mobile and temporary signs in the historic district.)

4) Prohibited sign types:

a) Roof signs; b) Billboards; c) Off-premises signs (permanent signs only); d) Flashing signs (except such as deemed appropriate such as traditional rotating barber pole.);

5) **Other Provisions:** a) No sign supports between property line and curb; b) Proper methods of attachments. Signs shall not conceal architectural details; c) Professional in appearance. Maximum of 4 per building; 6 on corner building. d) No sign shall be unsafe; e) Colors and materials to be harmonious with district. Not aluminum and plastic; g) See Plan Commission/ Office of Historic Preservation for other provisions and procedures for signs.
